

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
February 13, 2017**

PRESENT: Matthew M. Toolan, Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director

ABSENT: Christopher J. Gerstel, Vice Chairman
Robyn G. Fink, Assistant Director

GUESTS: Mike Retzky, Public Facilities-Construction Project Manager
Rick Tacelli, Needham Baseball and Softball
Stacey Colarusso, Needham Baseball and Softball
Andrew Baker, Needham Baseball and Softball
Steve Mortimer, Needham Baseball and Softball
Janet Jankowiak, Charles River YMCA
Connie Kaufman, Charles River YMCA
Amy Hurley, Community Center of Needham

Mr. Toolan called the meeting to order at 7:01 PM in the Charles River Room at the Public Services Administration Building.

- 1. Minutes of Meetings of January 19, 2017 and January 23, 2017:** Mrs. Chaston made a motion to approve the minutes of the January 19, 2017 meeting and the January 23, 2017 meeting. The motion was seconded by Ms. Geddes and was approved unanimously.
- 2. Director's Report:** The Commission reviewed the written report. Ms. Carey gave an update on the Assistant Director's medical leave. Mrs. Chaston asked about the project timeline for the Reservoir Trail project, if funded at Town Meeting. Ms. Carey stated that it was anticipated the project would begin over the summer, as it will be bid in the spring. The majority of the work should be completed in 2017. Mr. Toolan noted that the parking barriers were delivered to DeFazio so will be ready to go in place for the spring season.
- 3. Program Report:** Discussed later in meeting.
- 4. Discussion items:**
 - A. Needham Baseball and Softball – Discussion on Special Event Requests:** Discussed later in meeting
 - B. Field Scheduling Update:** Discussed later in meeting

C. Eversource Project: Discussed later in meeting.

D. Rosemary Recreation Complex Project:

Design: Mr. Toolan welcomed Project Manager Mike Retzky. Mr. Retzky explained that seven general contractors have been pre-qualified to bid on the project. In order to insure that the project isn't delayed in starting, it is recommended that deducts be added to the bid documents, so that, if needed, portions of the project could be pulled out to start the project, but added back in later if funding allows. BH+A provided some examples of possible deducts, noting that preparation work could be done for any of them so that they can be done in the future. Mr. Retzky said that the deducts are only used if necessary and there was no new information that indicated they would be needed. Mr. DiCicco was concerned that the pool project would have deducts, but nothing except the roof was listed as an option for the building. He recommended that the generator be a deduct, and that the slides and spray park remain on the basic bid list. Mr. Toolan agreed that more options should be sought at the building or on the site that did not impact on pool or programs. Mrs. Chaston agreed that the pool facility should not have deducts, but suggested that changing the slide to a single slide with option for a second slide had been discussed by the Commission due to the need to staff each slide with a lifeguard and a monitor, so could be a possibility. Mrs. Geddes suggested that the diving blocks needed to remain in the base project, to insure the fitness pool was competitive. Mr. Toolan raised the concern that the Commission was being asked just prior to the bid to consider deducts, rather than in December when reviewing the last budget estimate. The Commission was also concerned that the suggested deducts came from the pool portion of the project, which was the original purpose for the project. BH+A will be asked to look at options the generator, the portion of roofing, and the reduction to one slide.

Financing: Discussed later in meeting.

Programming: Discussed later in meeting.

Marketing: Discussed later in meeting.

A. Needham Baseball and Softball – Discussion on Special Event Requests: Mr. Toolan welcomed representatives from Needham Baseball and Softball Rick Tacelli, Stacey Colarusso, Andrew Baker, and Steve Mortimer. Mr. Tacelli gave an overview of the Opening Day celebration that in recent years has expanded with the program now including softball, Kindergarten and First Grade, and support from the Needham High School teams. Mrs. Chaston explained the primary concern from recent years was closing down all the fields and track in the morning for the event, well in advance of Opening Day celebrations starting. Mr. Mortimer explained that many vehicles are parked in the lot early, so that families can process from Greene's Field in the parade. Mrs. Geddes suggested that the Track Club and Adult Soccer programs could still be able to use the track and synthetic turf fields in the morning and be done by 10:30 AM for Needham Baseball and Softball to have full use of the lot. A section could be roped off to be exclusive to Needham Baseball and Softball. The Commission will approve the

early set-up time, but the exclusive use of the park will begin at 10:30 AM. Mr. Mortimer also asked that the bubbler be turned on for the event. Ms. Carey noted that it is turned on, weather dependent, after the park buildings are on which have more protection to keep pipes from freezing. Mrs. Colarusso and Mr. Baker explained the new concept for the round robin event, which would provide a higher level of competition for the softball players as they prepare to participate in the summer travel program. Ms. Carey explained that the use of Avery, Claxton 1 and 2 were not conflicts as the times were within Needham Baseball and Softball's regular schedule. The use of Pollard created a conflict, as the use of the diamond and multi-purpose field for games had to be coordinated with the Soccer Club, and there were less multi-purpose fields to shift the Soccer Club's use to. Needham Baseball and Softball will check on possible use of Broadmeadow upper diamond as a replacement, and will discuss sharing with Soccer Club over the weekend. The Commission will wait for further information before voting on the request. Mr. DiCicco asked that all families and visitors be reminded that dogs are not permitted at DeFazio. Mr. Toolan asked that all families be reminded about proper parking, noting that if Broadmeadow was used, parking should be in the school lot and not on the neighborhood streets.

E. FY'18 Operating and Capital Budgets: Discussed later in meeting.

F. Open Space and Recreation Plan: Discussed later in meeting.

5. Action Items

- A. Special Event Request – Needham Baseball and Softball Opening Day:** Mrs. Chaston made a motion to approve the request from Needham Baseball and Softball to hold Opening Day events on Sunday, April 30, 2017 at Greene's Field from 7 AM to 11 AM and at DeFazio Park with set-up from 8 AM – Noon, using of the parking lot starting at 10:30 AM, and events through 3 PM. The motion was seconded by Mr. DiCicco. Mr. Toolan noted that the Track Club will use the track and parking until 10:30 AM, and Adult Soccer should be instructed to park at DPW for use of the fields, but should be off the field prior to events. The two lacrosse programs should be able to start their games by 2 PM. Mr. Toolan called for the vote, and the motion was approved unanimously.
- B. Special Event Request – Needham Baseball and Softball Round-Robins:** As noted during earlier discussion, some additional information will be added to the request and the Commission will vote on this request at an upcoming meeting.
- C. Special Event Request – Needham Baseball and Softball Training:** Ms. Carey noted that the requested time was during their regular permit, but would bring more participants and parking than a typical practice. Mr. DiCicco made a motion to approve the request of Needham Baseball and Softball to host training clinics for second to sixth grade

participants on April 27 and May 4, 2017 from 6 PM to dusk at Claxton # 1 and #2. The motion was seconded by Mrs. Geddes and passed unanimously.

3. **Program Report:** The Commission reviewed the written program report. Mrs. Chaston noted appreciation to Administrative Specialist Kristen Wright and Ms. Carey for the additional program work done during the absence of the Assistant Director.

4. **Discussion Items:** The Commission returned to earlier agenda items.

B. Field Scheduling Update: Ms. Carey has all of the special events in the calendar, and is just waiting for some of the groups to finalize discussions on sharing the fields. The Commission reviewed an outline of how Soccer Club, Boys Lacrosse and Girls Lacrosse share the synthetic turf multi-purpose fields, as well as the major natural grass multi-purpose fields. Additional information was provided on Needham Baseball and Softball where use conflicts at Memorial Park and Pollard. Ms. Carey noted that Needham High uses after 6 PM and for weekend games had also increased, in part due to rugby now being a varsity sport for boys. Mr. DiCicco asked that the Commission not discuss the scheduling of Memorial Park as the Trustees of Memorial Park were the only board to make decisions on that park. Mrs. Chaston noted that decisions made by the Trustees also impacted scheduling of fields under the Commission's jurisdiction, so both boards should work together. Mr. Toolan suggested that the Commission and the Trustees review the field scheduling policy later in the year to look at long-term solutions for all the fields.

C. Eversource Project: The Board of Selectmen is reviewing the information and will make a decision on how to move forward prior to Town Meeting.

D. Rosemary Recreation Complex Project:

Design: The Commission continued the discussion on the bid documents and concerns with the process. BH+A will be asked to find non-pool options for deducts.

Financing: Mr. Toolan and Mrs. Chaston will work together on some updated information. Mr. DiCicco suggested starting with the current schedule as a base for staffing, and work from there with additions. Mrs. Chaston suggested not putting together too ambitious a plan initially, to insure it could be staffed. The Finance Committee has asked for an update. As Mrs. Chaston is not available for the requested March 1st date, Mr. Toolan will ask for a date later in March.

Programming: Ms. Carey will provide an estimate for increased revenue. The Commission requested that revolving fund programs held at the new facility have \$10 added to the fee to be deposited into the General Fund.

Marketing: Mrs. Geddes will begin drafting a list of organizations that should be approached with information about the project, prior to Town Meeting. Community Center of Needham representative Amy Hurley suggested looking at older Facebook postings to review concerns raised last year, to help with the presentation.

- E. FY'18 Operating and Capital Budgets:** Ms. Carey has been told that the Finance Committee supported the summer projects with salary funds of \$40,000, but would require a reserve fund transfer request for Spring 2018 funds needed to begin operations for the new facility.
- F. Open Space and Recreation Plan:** Ms. Carey stated that the Advisory Group is currently reviewing draft Action Items, using the 2007 list as a starting point for ideas. Mrs. Chaston asked the Commission to review what has been accomplished, what they would like to see be done, and to send comments to her or to Mrs. Geddes so they can be included in the updated draft.
- 6. Topics for Future Agendas:** Mrs. Geddes asked to continue the discussion on the pop-up skate park and possible locations. Mrs. Chaston will not be available to attend the February 27th meeting.
- 7. Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:30 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 9:30 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director